

Person(s) In Our Care Orientation

Overview

Within DAI upon arrival at each institution/center, the person(s) in our care (PIOC) should receive an orientation as identified in facility procedure. A preliminary orientation may occur on the PIOC date of arrival to the institution/center. General topics of preliminary orientation may include: safety requirements such as emergency procedures, fire drills, restricted areas, etc.; daily expectations such as counts, meal times, program/leisure hours; visiting hours; who to contact concerning any special medical, and dietary or separation concerns.

A more comprehensive orientation may occur upon the PIOC arrival to the institution/center as dictated by facility procedure. The comprehensive orientation may provide information on major areas such as Security, Programming, Business Office, Classification, Institution Complaints, Social Services, Library, Education, Records, Health Services, Religious Programs, Prison Rape Elimination Act (PREA), and work assignments. All new PIOC should be given a copy of the institution/center handbook. A PIOC shall be offered a PREA booklet and/or DOC 303 Disciplinary Rules booklet if they state that they have not yet received one.

Social Worker/Treatment Specialist Responsibilities:

If identified in institution/center procedure, assist in the coordination and orientation for new arrival PIOC. Present on Social Services topics such as; reclassification planning, visiting list additions or updates, release planning and programming information.

References/Resources:

- Institution/center handbook and Institution/Center procedure
- POC-0001 – DOC 303
- Executive Directive 72- Sexual Abuse and Sexual Harassment in Confinement (PREA)
- POC-41 [Sexual Abuse Inmate Handbook PREA](#)